



**BRIGHT FROM THE START:
Georgia Department of Early Care and Learning**

Nutrition Services

POLICY	No.: CACFP/00-2	Effective Date:	10/1/2000
		Revised:	10/1/2018
		Revision Effective:	10/1/2018

SUBJECT: One-Time Exception Policy

LEGAL AUTHORITY: 7 C.F.R. § 226.10(e) and 7 C.F.R. § 225.15(c), O.C.G.A § 20-1A-4(3)

Cross Reference/See Also: CACFP/01-15 - 30/60 Day Claim Procedure and Revised Claim Limitation for the CACFP

I. PURPOSE

The purpose of this guidance is to define the one-time exception policy for institutions participating in the Child and Adult Care Food Program (CACFP).

II. APPLIES TO

This policy applies to all institutions participating in the CACFP.

III. DEFINITION(S)

"Institution" means a sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, emergency shelter or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

"Day" means calendar day. When the 60th day falls on a Saturday, Sunday, or Federal holiday, the claim is presumed to be due on the next business day.

IV. POLICY

Pursuant to section 226.10(e) of Title 7 of the USDA Child and Adult Care Food Program (CACFP) Code of Federal Regulations, a final and accurate claim for reimbursement must be received by DECAL no later than sixty (60) days following the last day of the full month covered

Nutrition Services

POLICY	No.: CACFP/00-2	Effective Date:	10/1/2000
		Revised:	10/1/2018
		Revision Effective:	10/1/2018

by the claim. DECAL may establish shorter deadlines at its discretion. This section further states that claims not submitted within sixty (60) days shall not be paid with Program funds unless the Food and Nutrition Service (FNS) determines that an exception be awarded due to an unavoidable and/or uncontrollable situation.

For specific guidance on CACFP claim submission deadlines, please refer to DECAL Policy No. CACFP/01-15 - 30/60 Day Claim Procedure and Revised Claims Limitation for the Child and Adult Care Food Program, <http://www.decal.ga.gov/CACFP/Policies.aspx>.

Institutions may request a one-time exception every 36 months for one monthly original or revised claim which results in an increased reimbursement when the tardiness is due to reasons within the institution’s control. Any institution requesting approval must contact DECAL’s Finance Division in writing, describing the events and circumstances that prevented compliance with claim submission requirements. The explanation must include each reason for the upward adjustment causing an amount due to the institution (i.e., increasing the number of free lunches on a monthly claim). The institution must also include an action plan to correct the conditions that led to the claim’s tardiness. The plan must:

- provide sufficient details on actions taken to avoid any future late claim submissions from the same or other causes;
- include a statement that the institution understands that the one-time exception is only available once in a 36-month period for each Child Nutrition Program for circumstances within its control; and
- include a signature of the institution’s designated official or other senior level official as specified by DECAL.

DECAL’s Finance Division will review the institution’s written request and consult with USDA Southeast Regional Office (SERO) as needed. A decision will be made regarding the one-time exception request based on the circumstances and the availability of funds. If the exception is granted, DECAL will issue a payment to the participant relative to the claim month submitted for reimbursement. DECAL has discretion to approve one-time exceptions without consulting the FNSRO.

Note: The one-time exception will only be granted by DECAL for one monthly claim presuming the institution has not been previously granted an exception for that Program during the previous 36-month period. DECAL has the discretion to determine if the 36 months begins with the claim month or the approval date and will ensure the decision is consistent for all Programs.

A one-time exception may only be granted for each separate Child Nutrition Program (CNP) operated by the institution. Therefore, only one exception may be granted for CACFP and one for

Nutrition Services

POLICY	No.: CACFP/00-2	Effective Date: 10/1/2000
		Revised: 10/1/2018
		Revision Effective: 10/1/2018

SFSP. Further, an exception for CACFP extends to all centers under the Program. Therefore, if an institution received a one-time exception for its child care center, it could not request one for the At-Risk Afterschool Meal center. The institution would have to wait for 36 months.

If you are unsure if you have used your one-time exception, you may contact DECAL's Finance Division for verification at (404) 656-3325.

V. PROCEDURE(S)

DECAL's Finance Division is charged with handling the one-time exception requests for the CACFP. Request forms can be found on DECAL's web site under CACFP Claims Payments, <http://www.dec.al.ga.gov/CACFP/ClaimsPayments.aspx>.

VI. COMMENT(S)

For questions concerning this policy, please contact the Policy Administrator at (404) 651-8193.